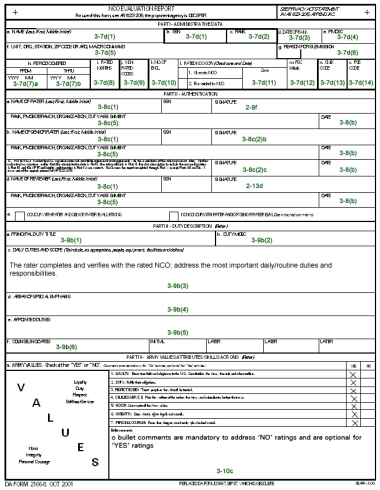
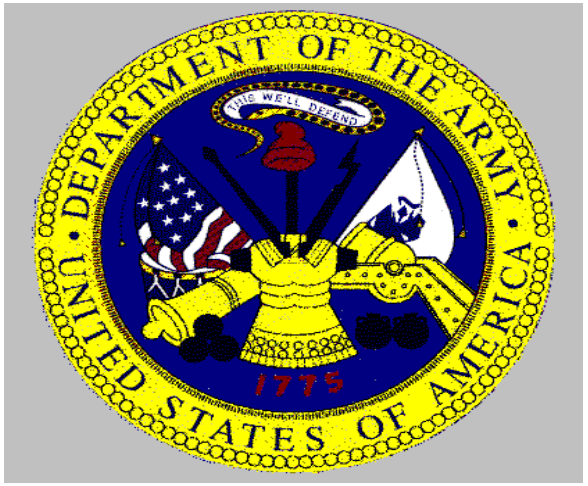
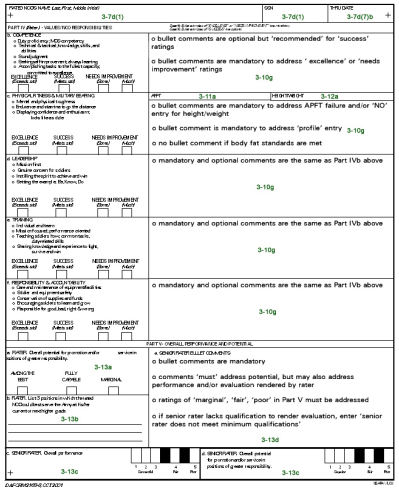
Enlisted Records and Evaluation Center

"Making Things Happen for Soldiers"

NONCOMMISSIONED OFFICER EVALUATION BRANCH







WEB Training Brief

2004

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Regulation Governing NCO-ER

Army Regulation 623-205

15 May 2002

Effective date: 1 June 2002

UNCLASSIFIED

Personnel Evaluation

Noncommissioned Officer Evaluation Reporting System

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Mission

Noncommissioned Officer Evaluation Branch manages the Army's Noncommissioned Officer Evaluation System. Ensures each NCO-ER and Academic Evaluation report are processed in accordance with Army Regulations and policies; in a chronological order with administrative correctness and accuracy.

NCO-ER FLOW

RATING OFFICIALS GENERATE NCO-ER

Reports returned via EREC web site

ERROR RETURN

PERMS (OMPF)

NCO-ER BRANCH (EREC)

PROVIDES FINAL SCREENING

S-1 (PAC) PROCESS FINAL NCO-ER

CONFIRMS REGULATORY COMPLIANCE/FWD TO EREC

ORIGINAL FILED AT EREC

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NCO-ER System Purpose

. Each report must be a thoughtful, fair appraisal of an NCOs ability and potential. Reports that are incomplete or fail to provide a realistic and objective evaluation make personnel management decisions difficult.

.To ensure that sound personnel management decisions can be made and that an NCOs potential can be fully developed, evaluation reports must be accurate and complete.

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NCO-ER System (cont)

A single report should not, by itself, determine an NCO's career. An appraisal philosophy that recognizes continuous professional development and growth that (rather than one that demands immediate, uncompromising perfection) best serves the Army and the NCO.

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PART I - ADMINISTRATIVE DATA

Name – Date of Rank

NCO EVALUATION REPORT
For use of this form, see AR 623-205; the proponent agency is DCSPER

SEE PRIVACY ACT STATEMENT IN AR 623-205, APPENDIX E.

PART I - ADMINISTRATIVE DATA

a. NAME (*Last, First, Middle Initial*)	b. SSN	c. RANK	d. DATE OF RANK	e. PMOSC
ELWAY, JOHN D.	222-33-0000	SSG	010901	42A3X00SP

f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND	g. REASON FOR SUBMISSION
HHC, 3d Battalion, 19th Infantry, Fort Stewart, GA 31313	2 ANNUAL

h. PERIOD COVERED FROM (YYYY MM)	h. PERIOD COVERED THRU (YYYY MM)	i. RATED MONTHS	j. NON-RATED CODES	k. NO. OF ENCL	l. RATED NCO COPY (*Check one and Date*)	m. PSC Initials	n. CMD CODE	o. PSC CODE
2003 06	2004 05	12			1. Given to NCO ____ 2. Forwarded to NCO ____		J1	EU38

a. *NAME:* Enter Last name, first, MI (*will be entered in all CAPITAL letters*)

b. *SSN (with dashes)*

c. *RANK (capital letters).* Enter the three-letter abbreviation for the NCO's military rank, not pay grade (e.g., SSG, SFC, MSG, SGM). The administrative data on the NCO-ER of NCOs frocked to 1SG, SGM, or CSM will reflect the rank, date of rank, and primary MOSC held prior to the frocking action. However, in addition to the NCO's rank in Part 1c, enter the appropriate frocked rank in parenthesis immediately following the rank entry. The entries are SFC (1SG), MSG (SGM), or MSG(CSM).

d. DATE OF RANK: Enter the six-digit date of rank in the year-month-day (yymmdd) sequence (e.g., 990802).

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PMOS/Organization

NCO EVALUATION REPORT

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PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial)	b. SSN	c. RANK	d. DATE OF RANK	e. PMOSC
ELWAY, JOHN D.	222-33-0000	SSG	010901	42A3X00SP

f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND: HHC, 3d Battalion, 19th Infantry, Fort Stewart, GA 31313

g. REASON FOR SUBMISSION: 02 ANNUAL

h. PERIOD COVERED FROM (YY MM)	h. PERIOD COVERED THRU (YY MM)	i. RATED MONTHS	j. NON-RATED CODES	k. NO. OF ENCL	l. RATED NCO COPY (Check one and Date)	m. PSC Initials	n. CMD CODE	o. PSC CODE
01 12	11	12			1. Given to NCO / 2. Forwarded to NCO — Date		J1	EU38

e. PMOSC: Enter PMOS Code in 5, 7 or 9 digits.

f. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO AND MAJOR COMMAND.

Enter the rated NCO's unit, organization, station, zip code

or APO and major command in that order.

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REASON FOR SUBMISSION

+ NCO EVALUATION REPORT For use of this form, see AR 623-205; the proponent agency is DCSPER												*SEE PRIVACY ACT STATEMENT IN AR 623-205, APPENDIX E.* +
PART I - ADMINISTRATIVE DATA												
a. NAME *(Last, First, Middle Initial)* ELWAY, JOHN D.			b. SSN 222-33-0000		c. RANK SSG		d.DATE OF RANK 010901		e. PMOSC 42A3X00SP			
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND HHC, 3d Battalion, 19th Infantry, Fort Stewart, GA 31313							g. REASON FOR SUBMISSION 2 ANNUAL					
h. PERIOD COVERED			i. RATED MONTHS	j. NON-RATED CODES	k. NO. OF ENCL	l. RATED NCO COPY *(Check one and Date)*			m. PSC Initials	n. CMD CODE	o. PSC CODE	
FROM		THRU				1. Given to NCO		*Date*				
YYYY	MM	YYYY MM				2. Forwarded to NCO						
2001	12	11	12							J1	EU38	

g. Enter the appropriate report code in the left-hand portion of the block and the type of the report title in the right-hand portion of the block. Whenever a soldier departs for an undetermined period of time, and it is unsure whether or not the period will exceed 90 days, complete a change of rater report.

h. The '60-Day Rater Option' and the 'Senior Rater Option' NCO-ERs are newly authorized in AR 623-205. Specific guidance pertaining to when these reports may be submitted is outlined in the governing regulation. Refer to chapter 3, paragraphs 3-34 and 3-35. Also, note the rule changes for 'Complete the Record' reports in paragraph 3-

TYPES OF REPORTS

- 02 = ANNUAL
- 03 = CHANGE OF RATER
- 04 = COMPLETE THE RECORD
- 05 = RELIEF FOR CAUSE
- 07 = 60 DAY RATER OPTION
- 08 = SENIOR RATER OPTION

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PERIOD OF REPORT

NCO EVALUATION REPORT
For use of this form, see AR 623-205; the proponent agency is DCSPER

SEE PRIVACY ACT STATEMENT IN AR 623-205, APPENDIX E.

PART I - ADMINISTRATIVE DATA

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ELWAY, JOHN D.	222-33-0000	SSG	010901	42A3X00SP

f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND
HHC, 3d Battalion, 19th Infantry, Fort Stewart, GA 31313

g. REASON FOR SUBMISSION
2 ANNUAL

h. PERIOD COVERED FROM (YYYY MM)	h. PERIOD COVERED THRU (YYYY MM)	i. RATED MONTHS	j. NON-RATED CODES	k. NO. OF ENCL	l. RATED NCO COPY *(Check one and Date)*	m. PSC Initials	n. CMD CODE	o. PSC CODE
2001 12	2002 11	12			1. Given to NCO — Date 2. Forwarded to NCO		J1	EU38

h. FROM Date

Enter the beginning date in the boxes, using two-digit numerical identifiers for year and month. The beginning month is always the month following the ending month of the last report

except for reports rendered in the following situations:

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- **An NCO's first report period begins on the effective date or promotion to Sergeant**
- **Reversion to NCO status after serving as a commissioned or warrant officer for 12 months or more**
- **Reentry on active duty after a break in service of 12 months or more**
- **Or the date of the ABCMR memo which approves reinstatement of a promotion.**

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IF YOU ARE NOT SURE OF THE ENDING DATE OF THE RATED SOLDIER'S LAST REPORT, VISIT THE EREC WEBSITE:

PERSONNEL DATA SNAPSHOT (IWRS)

AT:

https://www.erec.army.mil/wrs/Personnel_Data_Snapshot.htm

OR

PSB/S1 NCO-ER Online Reports

https://www.erec.army.mil/NCO-ER_Statistical_Reports/AKO_Login.htm

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PERIOD OF REPORT

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f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND HHC, 3d Battalion, 19th Infantry, Fort Stewart, GA 31313							g. REASON FOR SUBMISSION 2 ANNUAL					
h. PERIOD COVERED			i. RATED MONTHS	j. NON-RATED CODES	k. NO. OF ENCL	l. RATED NCO COPY *(Check one and Date)*			m. PSC Initials	n. CMD CODE	o. PSC CODE	
FROM		THRU										
YYYY	MM	YYYY MM										
2001	12	2002 11	12			1. Given to NCO		*Date*		J1	EU38	
						2. Forwarded to NCO						

THRU DATE:

Enter the ending date, using two-digit numerical identifiers for year and month, i.e., *YYYY and MM* format.

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PERIOD OF REPORT

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f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND HHC, 3d Battalion, 19th Infantry, Fort Stewart, GA 31313								g. REASON FOR SUBMISSION 2 ANNUAL					
h. PERIOD COVERED				i. RATED MONTHS	j. NON-RATED CODES	k. NO. OF ENCL	l. RATED NCO COPY *(Check one and Date)*			m. PSC Initials	n. CMD CODE	o. PSC CODE	
FROM		THRU											
YYYY	MM	YYYY	MM										
2001	12	2002	11	12			1. Given to NCO		Date		J1	EU38	
							2. Forwarded to NCO						

i. & j. RATED MONTHS AND NONRATED CODES: Determine the beginning month, which is always the month following the ending month of the last report (except for an NCO's first report). Identify the ending month, which is the month of the event that generates the report regardless of when the event occurs during that month. Total the months. Compute nonrated months as follows: (1) determine the total days in the report period during which the NCO was in a nonrated status, i.e.

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NONRATED CODES

A- AWOL/Desertion

B - break in active enlisted service of 12 months or less

C - in confinement

D -TDRL

I - in transit between duty stations, including leave & temporary duty

M - missing in action

P - patient

Q - lack of rater qualification

S - student at a military service/civilian school

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COMPUTING NONRATED MONTHS

(2) Convert the total nonrated days to nonrated months:

15 days or less = 0 nonrated months

16 days to 45 days = 1 nonrated months

46 days to 75 days = 2 nonrated months

76 days to 105 days = 3 nonrated months.

(3) Subtract the nonrated months from the total months. The remainder is the number of *rated* months during the reporting period.

Periods of *ordinary leave* is considered rated time. Leave between duty stations (in transit) and convalescent leave is considered non-rated. Periods of attendance at military or civilian schools that represent TDY, SD, or PCS of less than 20 weeks will be nonrated. Remember: each month of a report period must be accounted for with rated months or nonrated code(s).

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ENCLOSURES & PSB

+ NCO EVALUATION REPORT For use of this form, see AR 623-205; the proponent agency is DCSPER												*SEE PRIVACY ACT STATEMENT IN AR 623-205, APPENDIX E.* +
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FROM		THRU					1. Given to NCO	*Date*				
YYYY	MM	YYYY	MM				2. Forwarded to NCO					
2001	12	2002	11	12							J1	EU38

k. ENCL. Enter the number of authorized enclosures, if any, that are being attached and forwarded with the completed NCO-ER. There are only three authorized enclosures to an NCO-ER. They are:

(1) reviewer's letter of nonconcurrence

(2) letter directing a relief for cause initiated by other than the rater or senior rater; or

(3) letter authorizing a relief for cause for a

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ENCLOSURES & PSB

| + NCO EVALUATION REPORT
For use of this form, see AR 623-205; the proponent agency is DCSPER | | |

PSB Code

+ NCO EVALUATION REPORT For use of this form, see AR 623-205; the proponent agency is DCSPER												*SEE PRIVACY ACT STATEMENT IN AR 623-205, APPENDIX E.* +
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f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND HHC, 3d Battalion, 19th Infantry, Fort Stewart, GA 31313							g. REASON FOR SUBMISSION 2 ANNUAL					
h. PERIOD COVERED			i. RATED MONTHS	j. NON-RATED CODES	k. NO. OF ENCL	l. RATED NCO COPY *(Check one and Date)*			m. PSC Initials	n. CMD CODE	o. PSC CODE	
FROM		THRU										
YYYY	MM	YYYY MM				1. Given to NCO	*Date*					
2001	12	11	12			2. Forwarded to NCO				J1	EU38	

o. PSC Codes. Enter the code that belongs to your BDE:

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PART II AUTHENTICATION

PART II - AUTHENTICATION			
a. NAME OF RATER *(Last, First, Middle Initial)* **DANGER, ROY E.**	SSN **000-11-2222**	SIGNATURE	
RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT SFC,42A4O, HHC, 3d Battalion, 19th Infantry, Fort Stewart, GA 31313 PAC Supervisor			DATE
b. NAME OF SENIOR RATER *(Last, First, Middle Initial)* **VICE, CLARA T.**	SSN **333-44-6789**	SIGNATURE	
RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT CPT, SC, HQs 3d Battalion, 19th Infantry, Fort Stewart, GA 31313 Battalion Adjutant			DATE
c. RATED NCO: I understand my signature does not constitute agreement or disagreement with the evaluations of the rater and senior rater. Part I, height/weight and APFT entries are verified. I have seen this report completed through Part V. I am aware of the appeals process (AR 623-205).		SIGNATURE	DATE
d. NAME OF REVIEWER *(Last, First, Middle Initial)* **PEACE, OTTO P.**	SSN **444-55-9876**	SIGNATURE	
RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT MAJ, IN, HQs, 3d Battalion, 19th Infantry, Fort Stewart, GA 31313 Battalion Executive Officer			DATE
e. ☐ ☐ UR WITH RATER AND/OR SENIOR RATER EVAL *(See attached comments)*			

Parts II a, b, d: Enter the rater's, senior rater's, and reviewer's identification. See examples above. The rank portion of each section will contain the appropriate three letter rank abbreviation unless the official is a promotable MSG occupying a SGM position and acting as a reviewer, in which case enter MSG(P). For rating officials who are not U.S. Army officers/NCO, in addition to rank, enter their pay grade and branch of service.

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OFFICIAL'S RANK

Example:

- **U.S. Navy CDR = CDR/ 05, USN;**
- **USMC Gunnery Sergeant = GYSGT/E7, USMC**
- **When a frocked NCO renders an NCO-ER as the rater, senior rater, or reviewer, enter the three letter frocked rank (1SG, SGM, or CSM) in the applicable block.**
- **A civil service official would be entered as GS- or GM-.**
- **For members of the Senior Executive Service, "SES" will be entered in lieu of a grade.**

- **Additionally, enter the PMOS for NCOs and MOS for warrant officers or branch for commissioned officers.**

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RATING OFFICIALS

1. Rater: **The rater's primary role is that of evaluation, focusing on performance and performance counseling.**

a. Rater will: Counsel the rated NCO on his or her duty performance and professional development at least quarterly throughout the rating period. Define and discuss the duty description for part III of the NCO-ER with the rated NCO during these sessions.

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RATING OFFICIALS

(RATER CONTINUED)

b. Prepare a separate DA Form 2166-8-1 for each rated NCO. The form will be used together with a working copy of the NCO-ER for conducting quarterly performance counseling.

c. Assess the performance of the rated NCO using all reasonable means.

d. Prepare a fair and accurate report evaluating the NCO's duty performance, values/NCO responsibilities, and potential.

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RATING OFFICIALS

2. **The senior rater's role is primarily that of evaluation, focusing on potential, over watching the performance evaluation, and mentoring.**

a. Senior rater will: Use all reasonable means to become familiar with the rated NCO's performance throughout the rating period. This includes a periodic review of the counseling checklist to ensure initial and quarterly counseling is being accomplished.

b. Prepare a fair, accurate report evaluating the NCO's duty performance, professionalism, and potential.

c. The Senior rater obtains the rated NCOs signature.

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RATING OFFICIALS

3. **The reviewer** is responsible for rating safeguard and over watch. If the reviewer determines that the rater and/or senior rater have not evaluated the rated NCO in a clear, consistent or just manner, the reviewer will consult with one or both rating officials to determine the basis for the apparent discrepancy. If the NCO-ER is subsequently revised to the point that the reviewer no longer disagrees with the evaluation, then the reviewer marks the concur box.

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RATING OFFICIALS

If the rater and/or senior rater do not acknowledge a discrepancy and indicate the evaluation is their honest opinion, the reviewer marks nonconcur box and adds an enclosure that clarifies the situation and renders his or her opinion as to the proper manner of performance and potential. The reviewer will not direct that the rater and/or senior rater change an evaluation believed to be honest. Selection boards continue to comment on the importance of the reviewer's role in addressing rating conflicts.

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NCOs SIGNATURE

There are still far too many instances where rated NCOs refuse to sign a report because he/she disagrees with the evaluation. Rating officials must ensure that rated NCOs are familiar with what his/her signature means. Simply stated, the NCO's signature on the report indicates that

1. **the NCO has seen the completed report (except parts IId and e)**
2. **the administrative data is correct (except parts Ik-o.)**
3. **the rating officials are proper**
4. **NCO is aware of appeals process**
5. **duty description and counseling dates are accurate**
6. **APFT and height/weight entries are correct.**

The rated NCO's signature does *NOT* constitute agreement or disagreement with the evaluations of the rater or senior rater.

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PART II DMOS – SPECIAL EMPHASIS

a. PRINCIPAL DUTY TITLE: **Enter principal duty title based on duty appointment memorandum.**

b. DUTY MOSC: **Enter DMOS. Five character minimum. Seven if an ASI is required, and nine if a language code is required.**

c. DAILY DUTIES AND SCOPE. **The duty description should be short and structured to highlight what's important and omit excess verbage. It should provide an accurate description of the NCO's scope of responsibilities, i.e. number of people supervised, amount of equipment and resources managed or handled (include dollars, if known). Leadership positions, such as Platoon Sergeant, should be clearly stated on the appointed duties block.**

d. AREAS OF SPECIAL EMPHASIS. **Areas of special emphasis should be identified during the first counseling**

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SPECIAL EMPHASIS – (CONT)

This area serves to emphasize those items that need to receive top priority effort at least during the first part of the rating period. This is another way of letting the rated NCO know what is expected. At the end of the rating period when it is time to fill out the form, this area should include, and therefore highlight to anyone that reads it, the most important items that applied any time during the rating period. Examples are: Preparation for SFOR deployment, inspection of warehouse, SIDPERS acceptance rate, develop new computer software for operations section,

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APPOINTED DUTIES/COUNSELING DATES

e. APPOINTED DUTIES: Appointed duties represent significant additional demands upon the NCO's time. Thus, they are duties which are not normally associated with the duty position, such as appointment as Reenlistment NCO, Equal Opportunity Leader, Master Fitness Trainer. When an NCO makes a contribution in one or more appointed duties during the rating period, the rater and/or senior rater should make a comment in Park V.

f. COUNSELING DATES. The initial and later counseling dates are supplied by the rater from the Counseling Checklist/Record.

If counseling was not accomplished during the rating period, dates will be omitted and the Senior Rater must enter a statement in Part Ve explaining why the counseling was not accomplished.

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PART IVa - VALUES/NCO RESPONSIBILITIES

PART IV - ARMY VALUES/ATTRIBUTES/SKILLS/ACTIONS *(Rater)*

a. ARMY VALUES. ***Check either "YES" or "NO". (Comments are mandatory for "No" entries; optional for "Yes" entries.)***

V — Loyalty
Duty
A — Respect
Selfless-Service
L
Honor — U
Integrity
Personal Courage — E
S
+

	Yes	No
1. LOYALTY: Bears true faith and allegiance to the U.S. Constitution, the Army, the unit, and other soldiers.	X	
2. DUTY: Fulfills their obligations.	X	
3. RESPECT/EO/EEO: . Treats people as they should be treated.	X	
4. SELFLESS-SERVICE: Puts the welfare of the nation, the Army, and subordinates before their own.	X	
5. HONOR: Lives up to all the Army values.	X	
6. INTEGRITY: Does what's right - legally and morally.	X	
7. PERSONAL COURAGE: Faces fear, danger, or adversity (physical and moral).	X	

Bullet comments

o rater will address each of the seven values by placing an 'X' (typed, handwritten or by computer) in either the 'YES' or 'NO' box

o bullet comments are mandatory for 'NO' ratings and must be specific

o bullet comments are optional for 'YES' ratings - but encouraged to address NCO's strongest values

DA Form 2166-8 REPLACES DA FORM 2166-7, SEP 87, WHICH IS OBSOLETE USAPPC V1.00

Values are what soldiers, as a profession, judge to be right. They are the moral, ethical and professional attributes of character. They are the heart and soul of a great Army.

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PART IVa – VALUES

1. The rater will answer each question by placing (handwritten or typed) an “X” in either the YES or NO box. Bullet comments are used to explain any area where the rated NCO is particularly strong or needs improvement. Bullet comments are mandatory for NO ratings and must give a clear description of why the value/responsibility was rated “NO.”

2. Example: "*soldier received two DUIs during rating period*" instead of "*soldier’s conduct was unbecoming*".

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IVb-f VALUES/NCO RESPONSIBILITIES

RATED NCO'S NAME (Last, First, Middle Initial)	SSN	THRU DATE
+ SAMPLE, JOHN R.	123-45-6789	0211 +

PART IV (Rater) - VALUES/NCO RESPONSIBILITIES

Specific Bullet examples of "EXCELLENCE" or "NEEDS IMPROVEMENT" are mandatory.
Specific Bullet examples of "SUCCESS" are optional.

b. COMPETENCE
- o Duty proficiency; MOS competency
- o Technical & tactical; knowledge, skills, and abilities
- o Sound judgment
- o Seeking self-improvement; always learning
- o Accomplishing tasks to the fullest capacity; committed to excellence

EXCELLENCE *(Exceeds std)* **SUCCESS** *(Meets std)* **NEEDS IMPROVEMENT** *(Some)* *(Much)*

o second line of a bullet may start under the "o" or under the first letter of the first line as long as they are consistent throughout

o bullet comments to support "Excellence" ratings are mandatory -and must be substantiated by specific examples and measurable results

o bullet comments for "Needs Improvement" ratings are mandatory and must be specific, i.e. what happened, what was the deficiency

APFT	PASS 0209	HEIGHT/WEIGHT	63/132 YES

c.
- o Mental and physical toughness
- o Endurance and stamina to go the distance
- o Displaying confidence and enthusiasm; looks like a soldier

EXCELLENCE *(Exceeds std)* **SUCCESS** *(Meets std)* **NEEDS IMPROVEMENT** *(Some)* *(Much)*

o the bullet "IAW standards of AR 600-9" is no longer authorized when "YES" is entered in Height/Weight Block

o excellence ratings based solely on the APFT only require the bullet "received the Physical Fitness Badge"

d. LEADERSHIP
- o Mission first
- o Genuine concern for soldiers
- o Instilling the spirit to achieve and win
- o Setting the example; Be, Know, Do

EXCELLENCE *(Exceeds std)* **SUCCESS** *(Meets std)* **NEEDS IMPROVEMENT** *(Some)* *(Much)*

o double space between bullets and no more than two lines per bullet

o bullets may begin with a capital or lower case letter and end with or or without a period, but be consistent throughout the NCO-ER

o a specific bullet can only be used once; decide which responsibility block it fits best

e. TRAINING
- o Individual and team
- o Mission focused; performance oriented
- o Teaching soldiers how; common tasks, duty-related skills
- o Sharing knowledge and experience to fight, survive and win

EXCELLENCE *(Exceeds std)* **SUCCESS** *(Meets std)* **NEEDS IMPROVEMENT** *(Some)* *(Much)*

o the first bullet in each rating should be the strongest and the bullet that justifies the excellence rating

o best bullets start with action verbs or possessive pronoun (his/her)

o avoid using NCO's name or the personal pronouns he/she in bullets

f. RESPONSIBILITY & ACCOUNTABILITY
- o Care and maintenance of equip./facilities
- o Soldier and equipment safety
- o Conservation of supplies and funds
- o Encouraging soldiers to learn and grow
- o Responsible for good, bad, right & wrong

EXCELLENCE *(Exceeds std)* **SUCCESS** *(Meets std)* **NEEDS IMPROVEMENT** *(Some)* *(Much)*

o handwritten comments, underlining, italics, and excess use of capital letters cannot be used in bullets

o NCOs receiving all success ratings may receive a rating of 'among the best' or 'fully capable'

o NCOs receiving one or more 'needs improvement' ratings in part IVb-f **cannot** receive a rating of 'among the best'

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THREE RATINGS

- **EXCELLENCE**
- **SUCCESS**
- **NEEDS IMPROVEMENT**

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EXECELLENCE

- **Exceeds standards;** **demonstrated by specific example(s) and measurable results; special and unusual, achieved by only a few; clearly better than most others.**

EXAMPLE

- **received Physical Fitness Badge**
- **qualified entire squad as expert with M-16 and M-60**
- **awarded the expert Infantryman Badge (EIB)**

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SUCCESS

Meets all standards; majority of ratings; fully competitive for schooling and promotion; counseling goal to bring all NCOs to this level.

Examples:

- **shares experiences readily, constantly teaching soldiers**
- **constantly seeking to improve, completed three subcourses during rating period**
- **coached and played on company softball team**
- **established a comprehensive cross training program for his section**
- **his platoon had only one tank on deadline report (for 10 days) during last 11 months**

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NEEDS IMPROVEMENT

- **Missed meeting some standard.**

Examples:

- **was often unaware of whereabouts of subordinates**
- **had the highest deadline rate in the company due to apathy**
- **lacks the endurance/stamina to complete company runs**
- **unprepared to conduct formal training on three occasions**
- **failed to meet APFT standards for the two mile run and sit-ups with a total score of 152**

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BULLET COMENTS

IVb-f BULLET GUIDANCE: **Specific bullet examples are mandatory for excellence or needs improvement ratings. Comments must be entered in "bullet" narrative format adhering to the following rules:**

- **short, concise, to the point**
- **ideal bullet is 1 line, but no more than 2**
- **no more than 1 bullet to a line**
- **must double-space between bullets**
- **best bullets start with action verbs or possessive pronouns (his/her)**

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BULLET COMMENTS

- **It does not matter whether there is one space or no space after the small 'o'; whether you start the bullet with a capital letter, use a period at the end of the bullet, or start a second line under the bullet or under the first letter of the first line as long as all bullets are consistent throughout the NCO-ER.**

  o a specific bullet can be used only once (decide which responsibility the bullet fits best)

  o bullets that relate directly to the NCO's abilities, responsibilities, or reflect something specific that he or she did, convey a very clear picture to selection boards – they tell a story.

BULLETS COMMENTS

o Generic bullets (comments that could apply to almost all NCOs) do have value as they show the NCO's adherence to Army values, however, they should be used along with personalized bullets to give a complete picture.

o do not use exclamation points, excessive capitalization, underlining, or italics in bullet comments.

o using the abbreviation "etc." is not acceptable in a bullet comment.

o when using Code and Exercise Names, specify the exercise and communicate what the rated NCO did to make him or her invaluable.

o excellence bullets should be clearly articulated as something above the ordinary, something Quantifiable,

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PART V - OVERALL

PERFORMANCE AND POTENTIAL

PART V - OVERALL PERFORMANCE AND POTENTIAL

a. RATER . Overall potential for promotion and/ or service in positions of greater responsibility.

AMONG THE BEST ☐ FULLY CAPABLE ☐ MARGINAL ☐

b. RATER. List 3 positions in which the rated NCO could best serve the Army at his/her current or next higher grade.

List up to three (at least 2) positions at the current or next grade

e. SENIOR RATER BULLET COMMENTS

- o comments are mandatory and should address potential for promotion and higher level schooling and positions, but may also address performance and/or evaluation rendered by rater
- o if minimum rating time not met, enter "Senior Rater does not meet minimum qualifications" & parts Vc and d will not be completed
- o marginal ratings given by the rater, and fair or poor ratings in part Vc and d must be addressed by the senior rater
- o enter bullets that correspond to the box checks in Vc and Vd ; a "2" or "3" rating would not equal the bullet "promote now"

c. SENIOR RATER. Overall performance

1 2 3 4 5
Successful Fair Poor

d. SENIOR RATER. Overall potential for promotion and/or service in positions of greater responsibility.

1 2 3 4 5
Superior Fair Poor

USAPPC V4.00

The rater marks a box to indicate the rated NCO's overall potential as follows:

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OVERALL PERFORMANCE

- **Among the best – NCOs who have demonstrated success and/or excellence; a very good, solid performance and a strong recommendation for promotion and/or service in positions of greater responsibility.**

- **Fully Capable – NCOs who have demonstrated success; a good performance, and should sufficient slots be available, a promotion recommendation.**

- **Marginal – NCOs who need improvement in one or more areas; do not promote at this time**

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POSITIONS NCO BEST SERVES

Va The rater marks a box to indicate the rated NCO's overall potential as follows:

Vb POSITIONS THE RATED NCO COULD BEST SERVE THE ARMY. The rater lists up to three (at least two) different future duty positions in which the rated NCO could best serve the Army at the current or next higher grade. Therefore, do not recommend a SSG serve as a 1SG or a SGT serve in a position normally identified for junior personnel. Also, a SSG who receives a marginal rating based on poor leadership skills should not be recommended to serve in a higher leadership position; however, the same SSG may have outstanding technical skills and might be recommended for a higher position in the technical arena.

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SENIOR RATER RATINGS

- **Successful/Superior – a '1' or '2' rating represents a very good, solid performance and is a strong recommendation for promotion; however, a '2' rating is not as good as a '1'. A '3' rating also represents a good performance, and should sufficient slots be available, a promotion recommendation – but however, it is not as good as a '2'.**

- **Fair – A '4' rating represents NCOs who may require additional training/observation and should not be promoted at this time.**

- **Poor – A '5' rating represents NCOs who are weak or deficient and, in the opinion of the senior rater, need significant improvement or training in one or more areas. Do not promote.**

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SENIOR RATER BULLETs

Senior rater bullet comments are mandatory and should focus on potential for promotion, higher level schooling and positions of greater responsibility, but may also address performance, and/or the evaluation rendered by the rater. Senior rater bullet comments must be clear, concise and should reflect the senior rater's recommendation to promote the NCO "now", "ahead of" or "with peers", or to "not promote."

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SENIOR RATER BULLETs

A bullet comment, *consider for promotion*" leaves the impression that the soldier has only mediocre backing for promotion. Marginal ratings given by the rater and fair, or poor ratings in Part V must be addressed by the Senior Rater. It is important to enter bullets that correspond to the box checks in Vc. and d. Entering a '1' rating for potential but failing to address potential in bullets or entering weak potential bullets may degrade the value of the box check.

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SENIOR RATER BULLETs

Likewise, a '4' or '5' box check that is not addressed as a deficiency in the bullets sends a confusing signal on the value of the box check. Sometimes, the senior rater would mark a '2' or '3' block and the written bullets would be "promote now", or "promote immediately". Panel members do not know what the intent is for giving this type of rating. Failure to address potential can send a strong, often unintended, message to a selection board member, e.g., '*No bullets must mean this NCO has marginal potential*'.

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SENIOR RATER BULLETs

A lack of comments on promotion potential may be interpreted as "keep in the same grade." The same bullet narrative rules apply here except the senior rater is not restricted to the use of examples like the rater is in Part IVb-f.

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SENIOR RATER BULLET

The first senior rater bullet in Ve should be the one addressing promotion potential. As noted above, selection panels need to see a clear and concise recommendation for promotion, e.g. promote "now", "promote ahead of peers" or "promote with peers", "promote if room", or to "do not promote.

NOTE: When the senior rater does not meet minimum time requirements for evaluation on the rated NCO, he/she will enter the following statement in part Ve: "Senior rater does not meet minimum qualifications". Parts Vc and Vd will not be completed.

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Processing Tips

- **Error Code 80 was recently added to the Error Listings**

- **Numerous reports arrive at EREC reflecting inconsistent rater rater comments and markings sending a miss-signal to the centralized promotion boards.**

- **This newly established code identifies inconsistent ratings**

- **This error code applies to blocks Va, Vd and Ve and will only b the reviewer concurred with the inconsistent rating on the NCO**

- **No error code is issued if the reviewer non-concurs and gives opinion regarding the inconsistent rating.**

PART V - OVERALL PERFORMANCE AND POTENTIAL

a. RATER. Overall potential for promotion and/or service in positions of greater responsibility.

AMONG THE BEST	FULLY CAPABLE	MARGINAL
		X

b. RATER. List 3 positions in which the rated NCO could best serve the Army at his/her current or next higher grade.

e. SENIOR RATER BULLET COMMENTS

- do not promote

c. SENIOR RATER. Overall performance

1	2	3		4	5
				X	
		Successful		Fair	Poor

d. SENIOR RATER. Overall potential for promotion and/or service in positions of greater responsibility.

1	2	3		4	5
				X	
		Superior		Fair	Poor

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PART V - OVERALL PERFORMANCE AND POTENTIAL

a. RATER. Overall potential for promotion and/or service in positions of greater responsibility.

AMONG THE BEST	FULLY CAPABLE	MARGINAL
		X

b. RATER. List 3 positions in which the rated NCO could best serve the Army at his/her current or next higher grade.

_____

_____

_____

e. SENIOR RATER BULLET COMMENTS

o do not promote

c. SENIOR RATER. Overall performance

1	2	3		4	5
				X	
		Successful		Fair	Poor

d. SENIOR RATER. Overall potential for promotion and/or service in positions of greater responsibility.

1	2	3		4	5
				X	
	Superior			Fair	Poor

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PART V - OVERALL PERFORMANCE AND POTENTIAL

a. RATER. Overall potential for promotion and/or service in positions of greater responsibility.

AMONG THE BEST	FULLY CAPABLE	MARGINAL
	X	

b. RATER. List 3 positions in which the rated NCO could best serve the Army at his/her current or next higher grade.

_____

_____

_____

e. SENIOR RATER BULLET COMMENTS

o do not promote

c. SENIOR RATER. Overall performance

		X			
1	2	3		4	5
Successful				Fair	Poor

d. SENIOR RATER. Overall potential for promotion and/or service in positions of greater responsibility.

				X		
1	2	3			4	5
Superior					Fair	Poor

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PART V - OVERALL PERFORMANCE AND POTENTIAL

a. RATER. Overall potential for promotion and/or service in positions of greater responsibility.

AMONG THE BEST	FULLY CAPABLE	MARGINAL
		X

b. RATER. List 3 positions in which the rated NCO could best serve the Army at his/her current or next higher grade.

e. SENIOR RATER BULLET COMMENTS

o promote if sufficient slots are available

c. SENIOR RATER. Overall performance

1	2	3	4	5
Successful			Fair	Poor
			X	

d. SENIOR RATER. Overall potential for promotion and/or service in positions of greater responsibility.

1	2	3	4	5
Superior			Fair	Poor
			X	

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PART V - OVERALL PERFORMANCE AND POTENTIAL

a. RATER. Overall potential for promotion and/or service in positions of greater responsibility.

AMONG THE BEST	FULLY CAPABLE	MARGINAL
	X	

b. RATER. List 3 positions in which the rated NCO could best serve the Army at his/her current or next higher grade.

_____

_____

_____

e. SENIOR RATER BULLET COMMENTS

o do not promote

c. SENIOR RATER. Overall performance

1 2 3	4	5
X		
Successful	Fair	Poor

d. SENIOR RATER. Overall potential for promotion and/or service in positions of greater responsibility.

1 2 3	4	5
X		
Superior	Fair	Poor

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NOTE: Reviewer non-concurred and wrote the non-concurrence memo

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Processing Tips

- APFT data is the NCOs status on the date of the m
recent record APFT administered by the unit
  - bullet comments can discuss all tests taken during the peri

- overall rating can be fully capable even if the rated
Soldier has a needs improvement

- overall rating cannot be marginal if all successes
are marked and all values are YES

Processing Tips

- annuals reports are signed the month after thru m
- COR signed the day the event occurs
- address APFT failures and profiles, ensure dates ar
12 months of thru date (report period is 0208-0307, APFT
- service schools are covered by an AER, no mention
item can be addressed on the NCO-ER, whether it is
positive or negative

Processing Tips

- leave APFT/HT/WT blocks blank when rating pregnant NCOs, ensure mandatory bullet comments are entered;
  - Exempt from weight control standards of AR 600-9
  - Exempt from APFT requirement in accordance with AR 40-501
- when a Soldier fails to complete an APFT test within 12 mont through date because of deployment ensure the APFT area is l and enter a bullet comment that reads
  - APFT test unable to be rendered because of deploy
- if no height/weight is available because of deployment ensur also left blank and a bullet comment given for that area
  - height and weight is unable to be rendered because of dep
- if no APFT test is taken within twelve months of the thru date soldier isn't on profile, the APFT data entry is left blank and th explain the absence of the APFT in part IVc

Processing Tips

- **when using a digital sender or scanner to send a report to EREC do NOT mail the original report to EREC**
- **reports sent via the DS that arrive at 0001 hours (Indianapolis time) in the new month are considered late if they are past the 60 day window**
- **DS problems are not a reason to receive an alibi for lateness**
- **all users of the DS system need to push the ?, push jobs, and then ensure the sender shows “job sent”**

(you must ensure that you had a successful sen

Processing Tips

- **when processing reports do not forward the report to EREC u**

after the thru month of the report is past

(EREC must hold the reports until the next month before we can proce

- **on relief for cause reports you must enter the statement sold**

notified of the reason for relief in box IVf. That statement isn't

a needs improvement marking, there must be a specific bullet

addressing the needs improvement marking

- **senior raters must provide a specific bullet comment in area V**

addressing a marginal rating marked in box Va

Processing Tips

- specific bullet comments are mandatory for markings of exce
needs improvement. You must speak facts and not unproven a

- enclosures must meet the same guidelines as the NCO-ER. You can speak the facts but you can't state items that are prohibited or unauthorized

- promotion board NCO-ERs will be grouped together and sent in separate batches so they can be processed first

DO NOT send in any other reports with board NCO-ERs

- Soldiers who didn't complete the conditions for promotion do an NCO-ER once they are returned to SPC

ACADEMIC EVALUATION REPORTS (DD Form1059)

- **Courses 20 weeks or longer are counted as NCO-ERs and will appear on Personnel Data Sheet**

- **Courses less than 20 weeks are recorded as non-rated time on the NCO-ER**

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Promotion Board Related NCOERS

f soldier is in the current promotion board zone of consideration you need to send in those NCOERS separate from all other non-board NCOERS

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NCO-ER

The most important document for promotion and schooling!

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End of Brief

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